

# ARS □ CSREES □ ERS □ NASS

## *Policies and Procedures*

***Title:*** Reporting Bribery or Attempted Bribery of USDA Employees

***Number:*** 461.3

***Date:*** 1/21/92

***Originating Office:*** Personnel Division  
Labor and Employee Relations Branch

***This Replaces:*** 461.3 Dated 3/31/81

***Distribution:*** All Employees

This DIRECTIVE provides procedures for reporting information regarding bribery or attempted bribery of any USDA employee.

## Table of Contents

1.	ABBREVIATIONS . . . . .	3
2.	DEFINITION . . . . .	3
3.	AUTHORITIES . . . . .	3
4.	POLICY . . . . .	3
5.	RESPONSIBILITY . . . . .	3
6.	PROCEDURE . . . . .	3
	Exhibit 1 . . . . .	5

## **1. ABBREVIATIONS**

- CFR - Code of Federal Regulation
- DR - Department Regulation
- FBI - Federal Bureau of Investigation
- OIG - Office of Inspector General
- RIG - Regional Inspector General

## **2. DEFINITION**

**Bribery** includes the offering, giving, receiving, or soliciting of anything of value to influence an official act of an employee. Often bribery attempts are very subtle and are preceded by attempts to do small favors for or give gifts to an employee. Bribery is a violation of the law. Solicitation or acceptance of a bribe by a Federal employee is one of the most serious breaches of the public trust.

## **3. AUTHORITIES**

Title 5, CFR, Section 735-101  
DR 1710-2

## **4. POLICY**

To most effectively carry out its responsibilities, OIG and the FBI must have the full cooperation of all employees. Therefore, ARS employees shall fully cooperate with the OIG and the FBI in reporting and during the investigation of any bribery or attempted bribery of USDA employees.

## **5. RESPONSIBILITY**

Each employee will promptly report to OIG any instance of known suspected violations or irregularities in USDA programs and any misconduct or irregular activities by a USDA employee.

## **6. PROCEDURE**

Any employee who is offered a bribe or who believes that a bribe was offered to,

solicited by, or accepted by another employee will immediately report that information directly to the appropriate RIG for Investigation, OIG, handling the geographic area where the offer was made (see Exhibit 1). This includes situations where a forthright offer was not made, but it is suspected that the employee is being "felt out" or an offer of a bribe could reasonably be inferred. The report shall **not** be made through supervisory channels.

Bribery reports may also be made to the OIG "Direct Line," which is in operation 24 hours a day. The number is (202) 720-7257. Collect calls will be accepted.

The employee will then follow the instructions of the OIG or FBI on what action to take to avoid jeopardizing subsequent investigation and disclosing that the alleged bribery was reported.

T. J. CLARK  
Deputy Administrator  
Administrative Management

Exhibit  
1 USDA, Office of Inspector General Regional Offices

## Exhibit 1

**U.S. DEPARTMENT OF AGRICULTURE  
OFFICE OF INSPECTOR GENERAL REGIONAL OFFICES**

The following Regional Offices perform investigative operations in the territorial areas indicated. Each Regional Office is headed by a Regional Inspector General who reports to the Inspector General, USDA.

<u>Address</u>	<u>Territory</u>
USDA, RIG, OIG-I, NAR 26 Federal Plaza, Room 1707 New York, New York 10278 FTS: 264-8400 (212) 264-8400	<b>NORTH ATLANTIC REGION</b> Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Puerto Rico, Rhode Island, Vermont, and the Virgin Islands
USDA, RIG, OIG-I, NER 6505 Belcrest Road, Room 428A Hyattsville, Maryland 20782 FTS: 436-8850 (301) 436-8850	<b>NORTHEAST REGION</b> Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, and West Virginia
USDA, RIG, OIG-I, SER 401 W. Peachtree NW, Suite 2329 Atlanta, Georgia 30365-3520 FTS: 880-3170 (404) 730-3170	<b>SOUTHEAST REGION</b> Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee
USDA, RIG-I, OIG-I, MWR 111 North Canal Street, Suite 1130 Chicago, Illinois 60606 FTS: 353-1358 (312) 353-1358	<b>MIDWEST REGION</b> Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin
USDA, RIG, OIG-I, SWR 101 South Main Street, Room 311 Temple, Texas 76501 FTS: 736-1351 (817) 774-1351	<b>SOUTHWEST REGION</b> Arkansas, Louisiana, New Mexico, Oklahoma, and Texas
USDA, RIG, OIG-I, GPR P.O. Box 293, Room 210 Kansas City, Missouri 64131 FTS: 926-7606/7714 (816) 926-7606	<b>GREAT PLAINS REGION</b> Colorado, Iowa, Kansas, Missouri, Montana, Nebraska, North Dakota, South Dakota, Utah, and Wyoming
USDA, RIG, OIG-I, WR 555 Battery Street, Room 512 San Francisco, California 94111 FTS: 556-4245 (415) 705-2255	<b>WESTERN REGION</b> Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Territory of Guam, Trust Territories of the Pacific, and Washington